











Enhancing a Presentation

Objectives


-  ► Insert clip art
-  ► Insert, crop, and scale a picture
-  ► Embed a chart
 - Enter and edit data in the datasheet
 - Format a chart
-  ► Create tables in PowerPoint
-  ► Use slide show commands
-  ► Set slide show timings and transitions
-  ► Set slide animation effects

After completing the content of your presentation, you can supplement your slide text with clip art or graphics, charts, and other visuals that help communicate your content and keep your slide show visually interesting. In this unit, you learn how to insert three of the most common visual enhancements: a clip art image, a picture, and a chart. These objects are created in other programs. After you add the visuals, you rehearse the slide show and add special effects.  Maria Abbott has changed her presentation based on feedback from her colleagues. Now she wants to revise the marketing presentation to make it easier to understand and more interesting to watch.





Inserting Clip Art

PowerPoint includes many professionally designed images, called **clip art**, that you can place in your presentation. Using clip art is the easiest and fastest way to enhance your presentations. In Microsoft Office, clip art and other media files, including photographs, movies, and sounds, are stored in a file index system called the Microsoft Clip Organizer. The Clip Organizer sorts the clip art into groups, including My Collections, Office Collections, and Web Collections. The Office Collections group holds all the media files that come with Microsoft Office. You can customize the Clip Organizer by adding clips to a collection, moving clips from one collection to another, or creating a new collection. As with drawing objects, you can modify clip art images by changing their shape, size, fill, or shading. Clip art is available from many sources outside of the Clip Organizer, including Microsoft Design Gallery Live on Microsoft's Web site and collections on CD-ROMs.  Maria wants to add a picture from the Media Gallery to one of the slides and then adjust its size and placement.

Steps 1234

Trouble?

If the Add Clips to Organizer dialog box opens asking if you want to catalog all media files, click Later.

QuickTip

You can change the slide layout prior to inserting a piece of clip art. Apply any of the "content" slide layouts except the Blank layout, then click the Insert Clip Art button in the Content placeholder to insert a piece of clip art.

QuickTip

You can also use the keyboard arrow keys or the Nudge command on the Draw menu button to reposition any selected object by small increments.



1. Start PowerPoint, open the presentation **PPT D-1** from the location where your Project Files are stored, save it as **iMedia 3**, click **View** on the menu bar, click **Task Pane**, click **Window** on the menu bar, then click **Arrange All**
2. Go to **Slide 7**, titled "Launch Strategies," then click the **Insert Clip Art button**  on the Drawing toolbar
The Insert Clip Art task pane opens. Each piece of clip art in the Clip Organizer is identified by keywords that describe the clip art. At the top of the task pane in the Search For section, you can enter a keyword and search for specific types of clip art. If you want to search for specific clips, such as clip art, photographs, movies, or sounds, in certain collections, select options under Other Search Options in the task pane. At the bottom of the task pane, you can click one of the hyperlinks to locate other pieces of clip art or to read tips on how to find clip art.
3. Select any text in the **Search text box**, type **plans**, then click **Search**
PowerPoint searches for clips identified by the keyword "plans."
4. Scroll down in the Insert Clip Art task pane, then click the **clip art thumbnail** shown in Figure D-1
The clip art object appears on the slide and the Picture toolbar opens. PowerPoint automatically changes the slide layout to the Title, Text, and Content layout, which decreases the size of the body text box and positions the clip art object on the right side of the slide. The Automatic Layout Options button  appears below the clip art, which tells you that the slide layout has been changed. You can click the Automatic Layout Options button to select commands that control the automatic changes to the slide layout. If you don't have the clip art picture shown in Figure D-1 in your Clip Organizer, select a similar picture.
5. Place the pointer over the **lower-left sizing handle** and drag the **handle** up to the right about $\frac{1}{2}$ "
The clip art object proportionally decreases in size.
6. Place the pointer over the **Rotate handle** and drag the **handle** to the left so the clip art object is slightly tilted
7. Drag the **clip art object** up to the right of the text object so it matches Fig D-2
Compare your screen to Figure D-2 and make any necessary adjustments.
8. Click a blank area of the slide, then save your changes

FIGURE D-1: Screen showing Insert Clip Art task pane

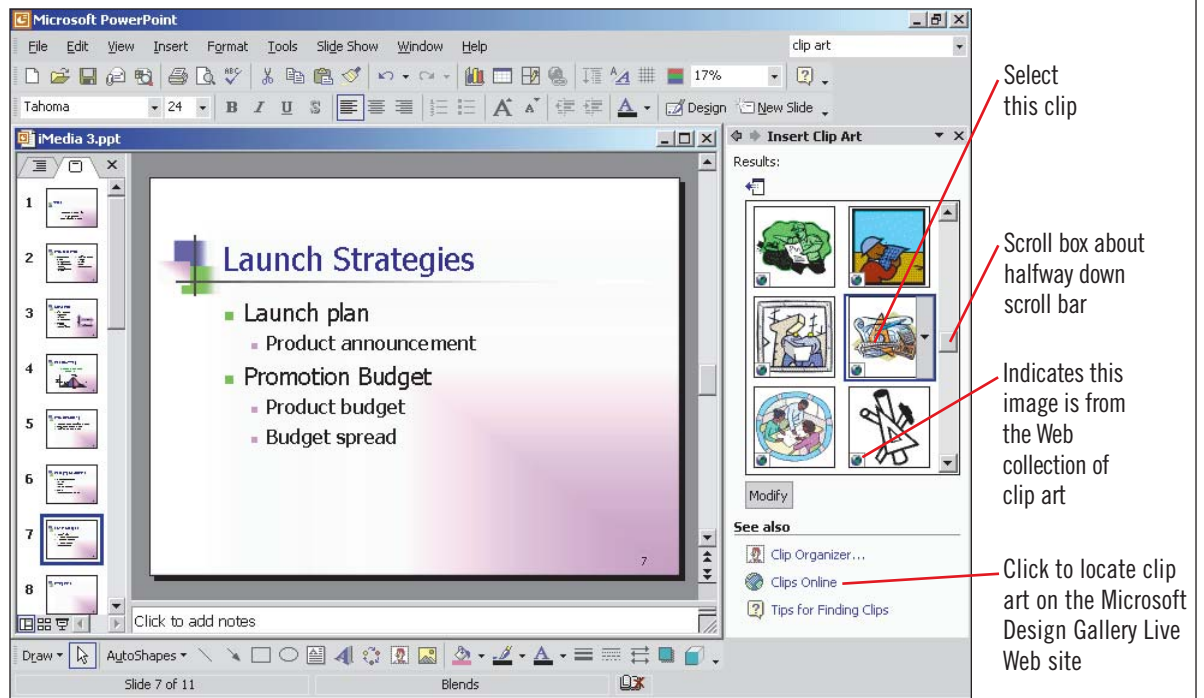
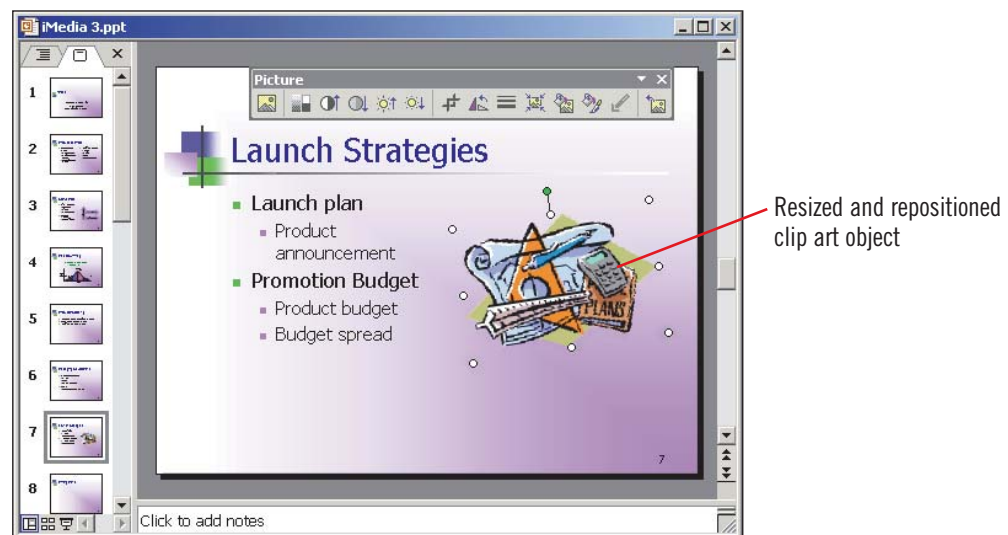


FIGURE D-2: Slide with clip art object resized and repositioned




Find more clips online

If you can't find the clips you need in the Clip Organizer, you can easily use clips from the Microsoft Design Gallery Live Web site. To get clips from the Design Gallery Live Web site, click the Clips Online hyperlink at the bottom of the Insert Clip Art task pane. This will launch your Web browser and automatically connect you to the site. Read the License Agreement carefully; it specifies

how you are permitted to use clips from this site. Click Accept to agree to the terms of the License Agreement and continue using the site. The Design Gallery Live window opens. You can search the site by keyword or browse by category. Each clip you download is automatically inserted into the Clip Organizer Web Collections folder.



Inserting, Cropping, and Scaling a Picture

A picture in PowerPoint is a scanned photograph, a piece of line art, clip art, or other artwork that is created in another program and inserted into a PowerPoint presentation. You can insert 18 types of pictures. As with other PowerPoint objects, you can move or resize an inserted picture. You can also crop pictures. **Cropping** a picture means to hide a portion of the picture. Although you can easily change a picture's size by dragging a corner resize handle, you can also **scale** it to change its size by a specific percentage.  Maria inserts a picture that has previously been saved to a file, crops and scales it, then adjusts its background.

Steps 1234

QuickTip

You can also insert a picture by clicking the Insert Picture button on any of the Content layouts.

1. Go to **Slide 9**, titled "Distribution," then click the **Insert Picture button**  on the Drawing toolbar

The Insert Picture dialog box opens.

2. Select the file **PPT D-2** from the location where your Project Files are stored, then click **Insert**

The picture appears on the slide, and the Picture toolbar opens. The slide layout changes to the Title, Text, and Content layout. The slide might look better using the original slide layout.

3. Click the **Automatic Layout Options button** , then click **Undo Automatic Layout**

The slide layout changes back to the original Title and Text layout and the picture moves to the center of the slide. The body text box is too large in this layout.

4. Click , then click **Redo Automatic Layout**

The picture would fit better on the slide if it didn't show the boxes on the left side of the picture.

Trouble?

If the Picture toolbar is in the way, drag it by its title bar.

5. Click the **Crop button**  on the Picture toolbar, then place the pointer over the left, middle sizing handle of the picture

When the Crop button is active, the sizing handles appear as straight black lines. The pointer changes to .

6. Press and hold **[Alt]**, then drag the left edge of the picture to the right until the dotted line indicating the left edge of the picture has cut out the boxes, as shown in Figure D-3, then click 

Pressing [Alt] while dragging or drawing an object in PowerPoint overrides the automatic snap-to-grid setting. Now the picture needs to be enlarged and positioned into place.

7. Click the **Format Picture button**  on the Picture toolbar, click the **Size tab**, make sure the **Lock aspect ratio check box** is selected, click and hold the **Height up arrow** until the Height and Width percentages reach **200%**, then click **OK**

When you are scaling a picture and Lock aspect ratio is selected, the ratio of height to width remains the same. The white background is distracting.

QuickTip

You cannot change the colors in a bitmapped (.bmp) object in PowerPoint, but you can change the background colors of the object.

8. With the picture still selected, click the **Set Transparent Color button**  on the Picture toolbar, then click the **white background** in the picture with the  pointer

The white background is no longer visible, and the picture contrasts well with the background.

9. Drag the **picture** to center it in the blank area on the right side of the slide, deselect it, then save your changes

See Figure D-4.

FIGURE D-3: Using the cropping pointer to crop the picture

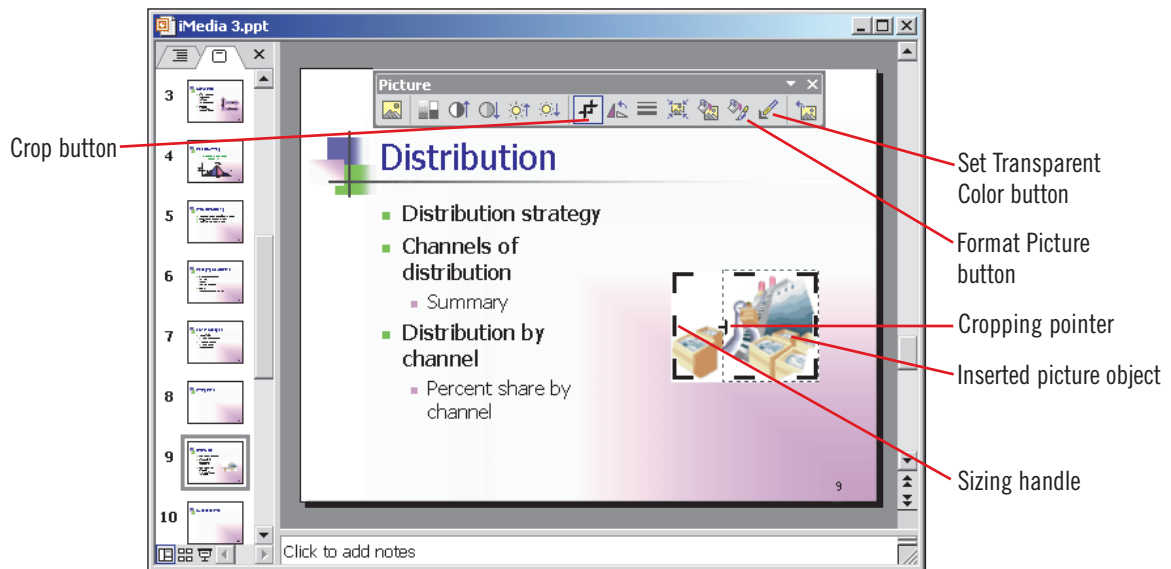
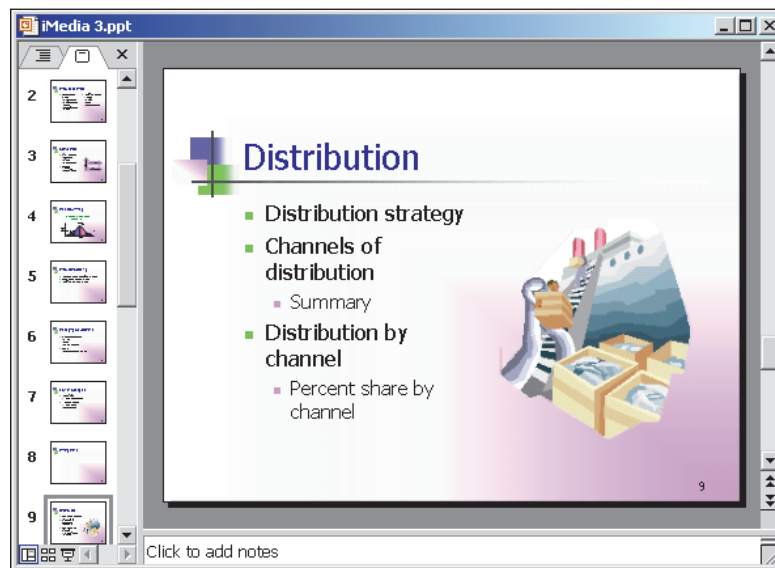


FIGURE D-4: Completed slide with the cropped and resized graphic



Ways to use graphics with PowerPoint


You can insert pictures with a variety of graphics file formats, or file types, in PowerPoint. Most of the clip art that comes with PowerPoint is in Windows metafile format and has the .wmf file extension. You can change the colors in a .wmf graphic object by selecting it, then clicking the Recolor Picture button on the Picture toolbar. You can then replace each color in the graphic with another color. A graphic in .wmf format can be ungrouped into its separate PowerPoint objects, then edited with any of the PowerPoint drawing tools. You cannot recolor or ungroup pictures (files with the .bmp or .tif

extension). The clip art you inserted in the last lesson is in .wmf format, and the picture you inserted in this lesson is in .tif format.

You can also save PowerPoint slides as graphics and later use them in other presentations, in graphics programs, and on Web pages. Display the slide you want to save, then click Save As from the File menu. In the Save As dialog box, click the Save as type list arrow, and scroll to the desired graphics format. Name the file, click OK, then click the desired option when the alert box appears asking if you want to save all the slides or only the current slide.



Embedding a Chart

Often, the best way to communicate information is with a visual aid such as a chart. PowerPoint comes with a program called **Microsoft Graph** that you can use to create charts for your slides. A **chart** is the graphical representation of numerical data. Every chart has a corresponding **datasheet** that contains the numerical data displayed by the chart. Table D-1 lists the chart types available in Microsoft Graph. When you insert a chart object into PowerPoint, you are actually embedding it. **Embedding** an object means that the object becomes part of the PowerPoint file, but you can double-click on the embedded object to display the tools of the program in which the object was created. If you modify the embedded object, the original object file does not change.  Maria wants to embed a chart object into one of her slides.

Steps 1 2 3 4

QuickTip

You can also add a chart to a slide by clicking the Insert Chart button  on the Standard toolbar.

1. Go to **Slide 10**, titled “Success Metrics,” click the **Other Task Panes list arrow**  on the task pane title bar, then click **Slide Layout**

The Slide Layout task pane opens with the Title and Text layout selected.

2. Click the **Title and Content layout** in the Slide Layout task pane under Content Layouts. Remember to use the ScreenTips to help locate the correct layout. A content placeholder appears on the slide displaying six buttons in the middle of the placeholder. Each of these buttons represents a different object, such as a table, picture, or chart, that you can apply to your slide.

3. Click the **Insert Chart button**  in the content placeholder

Microsoft Graph opens and embeds a default datasheet and chart into the slide, as shown in Figure D-5. The datasheet consists of rows and columns. The intersection of a row and a column is called a **cell**. Cells are referred to by their row and column location; for example, the cell at the intersection of column A and row 1 is called cell A1. Cells along the left column and top row of the datasheet typically contain **data labels** that identify the data in a column or row; for example, “East” and “1st Qtr” are data labels. Cells below and to the right of the data labels contain the data values that are represented in the chart. Each column and row of data in the datasheet is called a **data series**. Each data series has corresponding **data series markers** in the chart, which are graphical representations such as bars, columns, or pie wedges. The gray boxes along the left side of the datasheet are called **row headings** and the gray boxes along the top of the datasheet are called **column headings**. Notice that the PowerPoint Standard and Formatting toolbars have been replaced with the Microsoft Graph Standard and Formatting toolbars, and the menu bar has changed to include Microsoft Graph commands.

QuickTip

When the Data and Chart menus are present, you are working in Graph. Clicking outside the chart object returns you to PowerPoint.


4. Move the pointer over the datasheet. The pointer changes to . Cell A1 is the **active cell**, which means that it is selected. The active cell has a heavy black border around it.
5. Click cell **B3**, which contains the value 46.9. Cell B3 is now the active cell.
6. Click a blank area of the slide to exit Graph then click again to deselect the chart object. Graph closes and the PowerPoint menu bar and toolbars appear.
7. Save your changes

FIGURE D-5: Datasheet and chart in the PowerPoint window

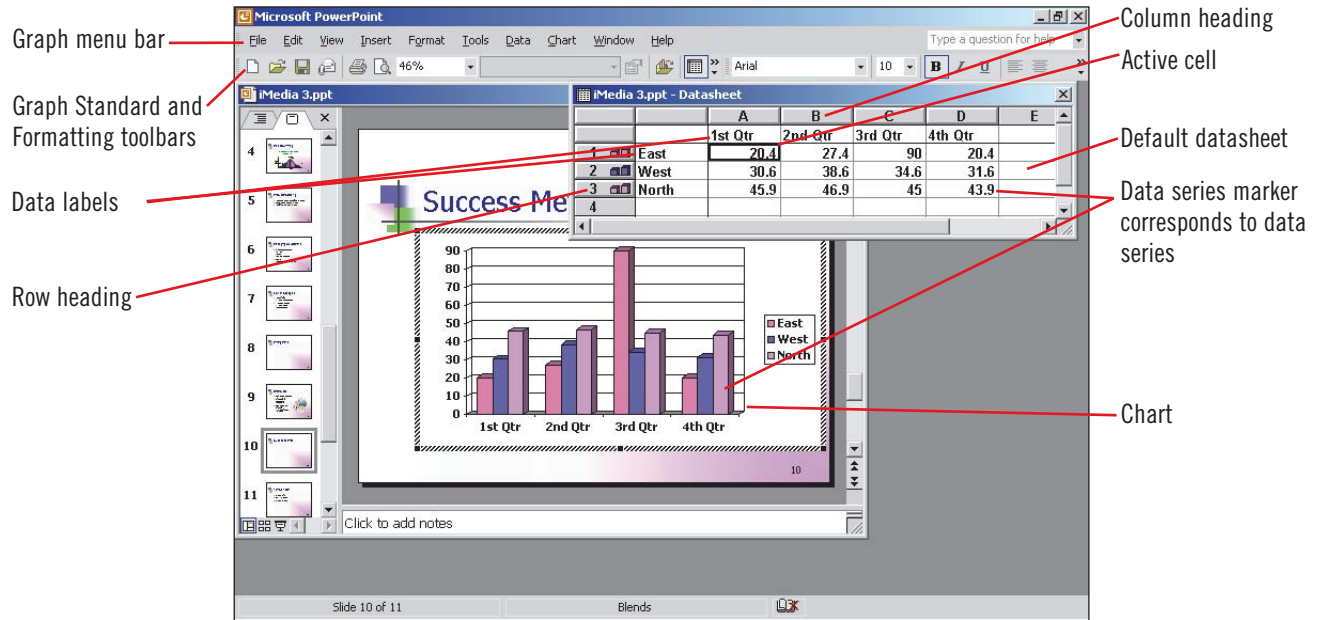



TABLE D-1: Microsoft Graph chart types

chart type	looks like	use to
Column		Track values over time or across categories
Bar		Compare values in categories or over time
Line		Track values over time
Pie		Compare individual values to the whole
XY (Scatter)		Compare pairs of values
Area		Show contribution of each data series to the total over time
Doughnut		Compare individual values to the whole with multiple series
Radar		Show changes in values in relation to a center point
Surface		Show value trends across two dimensions
Bubble		Indicate relative size of data points
Stock		Show stock market information or scientific data
Cylinder, cone, pyramid		Track values over time or across categories



Entering and Editing Data in the Datasheet

After you embed the default chart into your presentation, you need to replace the data labels and cell data in the sample datasheet with the correct information. If you have data in a spreadsheet or other source, you can import it into Microsoft Graph; otherwise you can type your own information into the datasheet. As you enter data or make changes to the datasheet, the chart automatically changes to reflect your alterations.  Maria enters the projected revenue figures for the first year of iMedia operation.

Steps 1 2 3 4


QuickTip

Double-click the column divider lines between the column headings to automatically resize the column width to accommodate the widest entry.

Trouble?

If you can't see a column or a row, resize the datasheet window or use the scroll bars to move another part of the datasheet into view.

Trouble?

If you don't see the By Column button on the Standard toolbar, click a Toolbar Options button  on a toolbar to locate buttons that are not visible on your toolbar.

1. Double-click the **chart** on Slide 10

The chart is selected and the datasheet opens. The labels representing the quarters across the top are correct, but the row labels need adjusting, and the data needs to be replaced with iMedia's projected quarterly sales figures for each product type.

2. Click the **East row label**, type **Media**, then press **[Enter]**

After you press [Enter], the data label in row 2 becomes selected. Pressing [Enter] in the datasheet moves the active cell down one cell; pressing [Tab] in the datasheet moves the active cell to the right one cell.

3. Type **Publish**, then press **[Tab]**

Cell A2 becomes active. Notice in the chart, below the datasheet, that the data labels you typed are now in the legend to the right of the chart. The information in row 3 of the datasheet is not needed.

4. Click the **row heading** for row 3, then press **[Delete]**

Clicking the row heading for row 3 selects the entire row. The default information in row 3 of the datasheet is deleted and the columns in the chart adjust accordingly.

5. Click cell **A1**, type **36,000**, press **[Enter]**, type **47,000**, press **[Tab]**, then press **[↑]** to move to cell B1

Notice that the height of each column in the chart changes to reflect the numbers you typed.

6. Enter the rest of the numbers shown in Figure D-6 to complete the datasheet

The chart currently shows the columns grouped by quarter, and the legend represents the rows in the datasheet. The icons in the row headings indicate that the row labels appear in the legend. It would be more effective if the columns were grouped by iMedia product with the legend representing the columns in the datasheet.

7. Click the **By Column** button on the Standard toolbar

The division labels are now on the horizontal axis of the chart, and the quarters are listed in the legend. The groups of data markers (the columns) now represent the projected revenue for each product by quarter. Notice that the small column chart graphics that used to be in the row headings in the datasheet have now moved to the column headings, indicating that the series are now in columns.

8. Click the slide outside the chart area, compare your chart to Figure D-7, then save the presentation

The datasheet closes, allowing you to see your entire chart. This chart layout clearly shows iMedia's projected revenue for the first year it's in operation.

FIGURE D-6: Datasheet showing iMedia's projected revenue

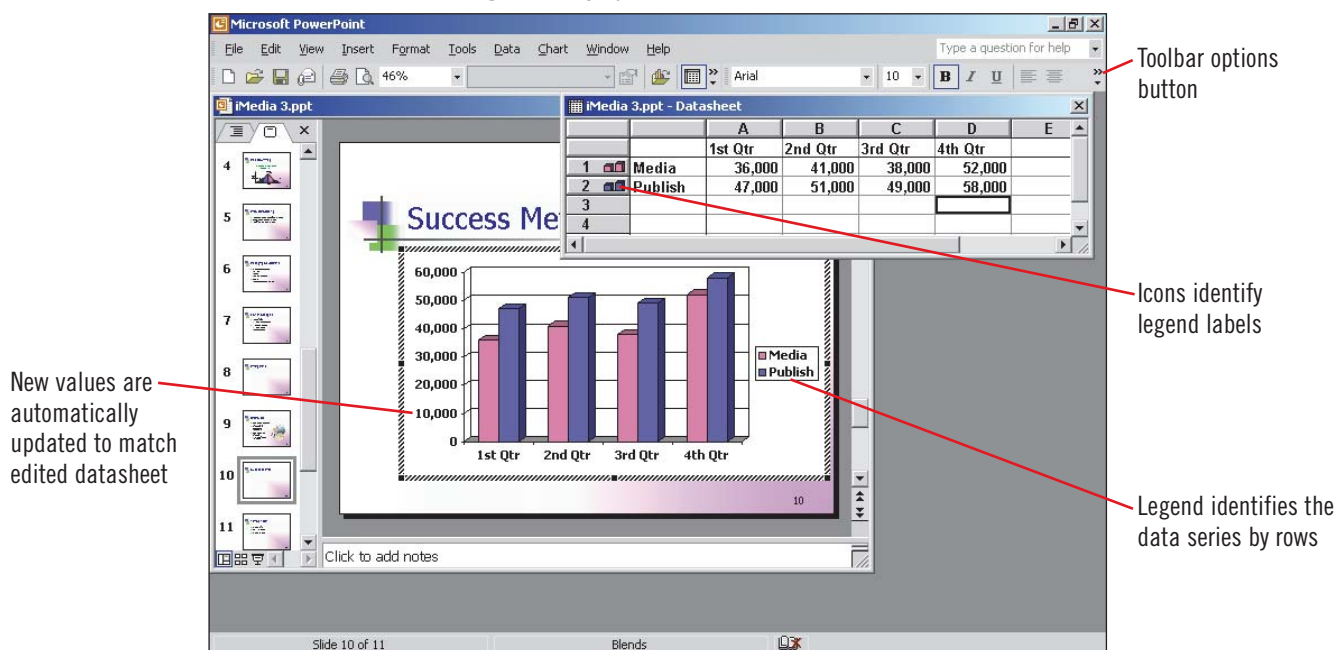
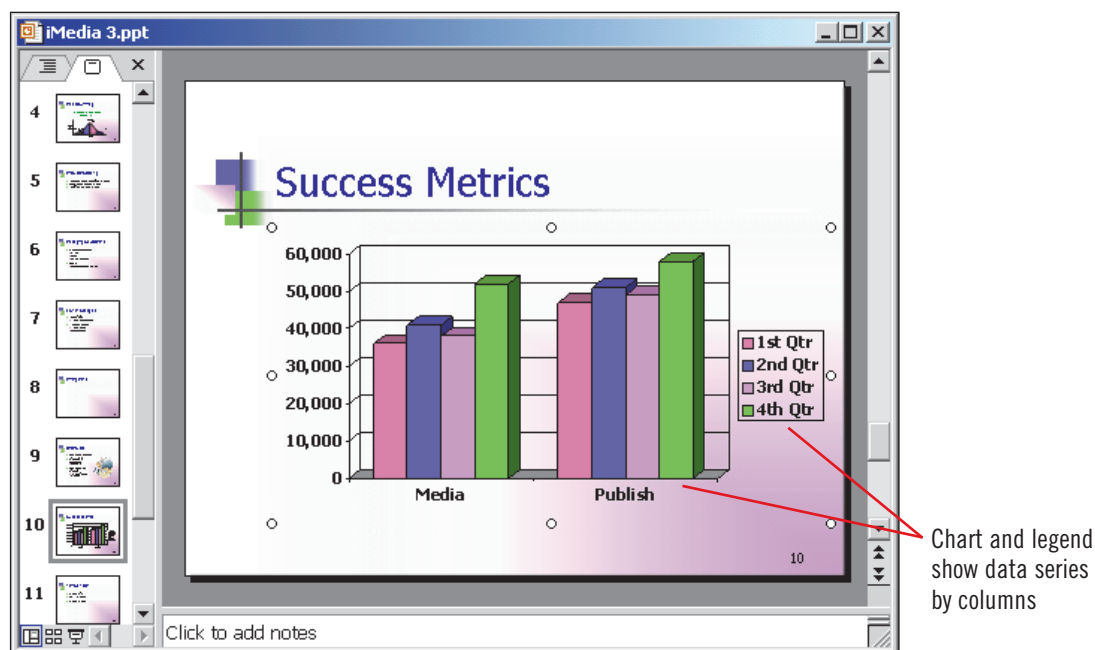


FIGURE D-7: Chart showing data grouped by division




Series in Rows vs. Series in Columns

If you have difficulty visualizing the difference between the Series in Rows and the Series in Columns commands on the Data menu, think about the legend. **Series in Rows** means that the information in the rows will become the legend in the chart, and the column labels will be on the horizontal axis.

Series in Columns means that the information in the columns will become the legend in the chart, and the row labels will be on the horizontal axis. Microsoft Graph places a small graphic representing the chart type on the axis items that are currently represented by the chart series items (bars, etc.).




Formatting a Chart

Microsoft Graph lets you change the appearance of the chart to emphasize certain aspects of the information you are presenting. You can change the chart type (for example pie, column, bar, or line), create titles, format the chart labels, move the legend, add arrows, or format the data series markers. Like other objects in PowerPoint, you can change the fill color, pattern, line style and color, and style of most elements in a chart.  Maria wants to improve the appearance of her chart by formatting the vertical and horizontal axes and by inserting a title.


Steps 1234

QuickTip

If you don't see the Currency Style button on the Formatting toolbar, click a Toolbar Options button  on a toolbar to locate buttons that are not visible on your toolbar.

1. Double-click the **chart** to reopen Microsoft Graph, then click the **Close button**  in the Datasheet window to close the datasheet

The Microsoft Graph menu and toolbar remain at the top of the window.

2. Click one of the **revenue numbers** on the vertical axis to select the axis, then click the **Currency Style button**  on the Formatting toolbar

Before you can format any object on the chart, you need to select it. The numbers on the vertical axis appear with dollar signs and two decimal places. You don't need to show the two decimal places, because all the values are whole numbers.

3. Click the **Decrease Decimal button**  on the Formatting toolbar twice

The numbers on the vertical axis now have dollar signs and show only whole numbers. See Figure D-8. The division names on the horizontal axis would be easier to see if they were larger.

4. Click one of the **division names** on the horizontal axis, click the **Font Size list arrow**  on the Formatting toolbar, then click **20**

The font size changes from 18 points to 20 points for both labels on the horizontal axis. The chart would be easier to read if it had a title and axis labels.

5. Click **Chart** on the menu bar, click **Chart Options**, then click the **Titles tab**, if necessary. The Chart Options dialog box opens. Here, you can change the chart title, axes, gridlines, legend, data labels, and the data table.

6. Click in the **Chart title text box**, then type **iMedia Projected Revenue**

The preview box changes to show you the chart with the title.

7. Press **[Tab]** twice to move the insertion point to the Value (Z) axis text box, then type **Revenue**

In a 3-D chart, the vertical axis is called the Z-axis, and the depth axis, which you don't usually work with, is the Y-axis. You decide to move the legend to the bottom of the chart.

8. Click the **Legend tab**, click the **Bottom option button**, then click **OK**

The legend moves to the bottom of the chart, and a new chart title and axis title appear on the chart. The axis title would look better and take up less space if it were rotated 90 degrees.

9. Right-click the **"Revenue" label** on the vertical axis, click **Format Axis Title**, click the **Alignment tab**, drag the **red diamond** in the Orientation section up to a vertical position so the spin box reads 90 degrees, click **OK**, then click a blank area of the slide. Graph closes and the PowerPoint toolbars and menu bar appear.

10. Drag the **chart** to the center of the slide, click a blank area of the slide, then save your changes

Compare your screen to Figure D-9.

FIGURE D-8: Chart showing applied Currency style

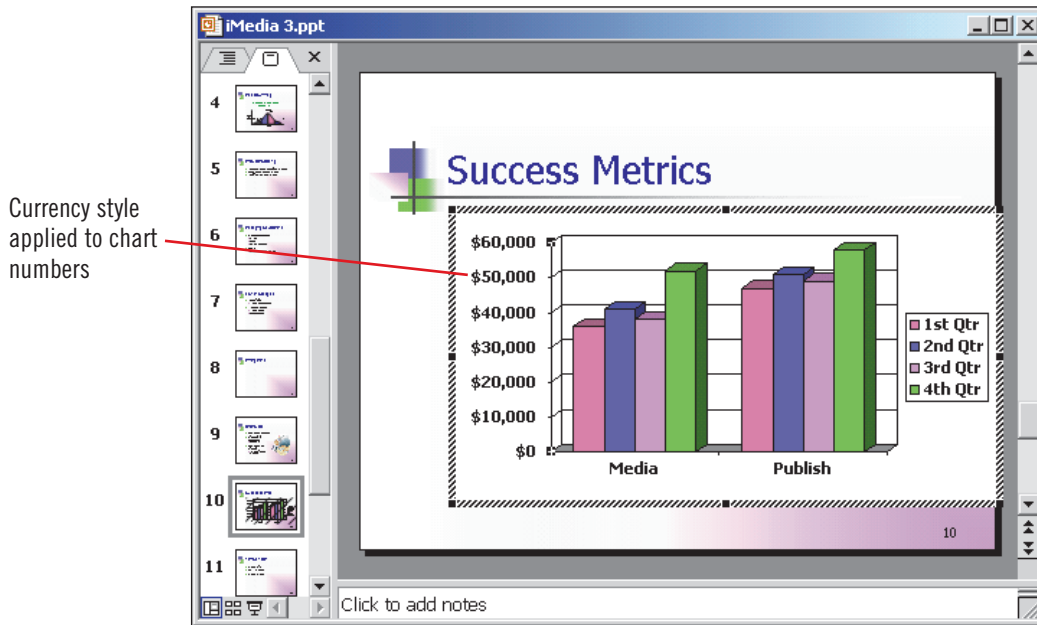
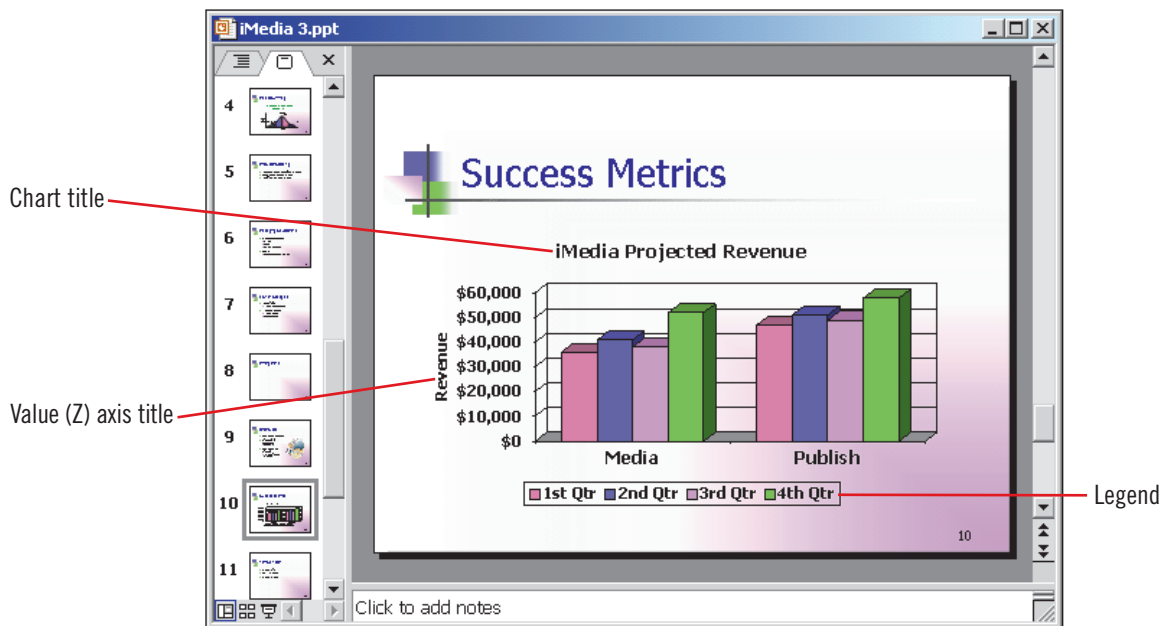


FIGURE D-9: Slide showing formatted chart




Customizing charts

You can easily customize the look of any chart in Microsoft Graph. Click the chart to select it, then double-click any data series element (a column, for example) to open the Format Data Series dialog box. Use the tabs to change the element's fill color, border,

shape, or data label. You can even use the same fill effects you apply to a presentation background. In 3-D charts, you can change the chart depth as well as the distances between series.



Creating Tables in PowerPoint

As you create your PowerPoint presentation, you may need to insert information in a row and column format. A table you create in PowerPoint is ideal for this type of information layout. There are three ways to create a table in PowerPoint: the Insert Table button on the Standard toolbar, the Table command on the Insert menu and any of the content slide layouts. Once you have created a table, you can use the buttons on the Tables and Borders toolbar or on the Formatting toolbar to format it.  Maria creates a table describing iMedia's different pricing plans.

Steps 1234

Trouble?

If the Tables and Borders toolbar does not open, click View on the menu bar, point to Toolbars, then click Tables and Borders. If the toolbar obscures part of the table, drag it out of the way.

QuickTip

You can change the height or width of any table cell by dragging its top or side borders.

QuickTip

You can use the Format Table dialog box to apply a diagonal line through any table cell. Click the Borders tab, then click the diagonal line button.





1. Go to **Slide 8**, then click the **Insert Table button**  on the Standard toolbar
A cell grid appears that allows you to specify the number of columns and rows you want in your table.
2. Move your pointer over the grid to select a **3 × 3 cell area** ("3 × 3 Table" appears at the bottom of the cell grid), then click your mouse button
A table with three columns and three rows appears on the slide, and the Tables and Borders toolbar opens. The first cell in the table is selected and ready to accept text.
3. Type **Plan 1**, press **[Tab]**, type **Plan 2**, press **[Tab]**, type **Plan 3**, then press **[Tab]**
Don't worry if the table borders seem to disappear. The text you typed appears in the top three cells of the table. Pressing **[Enter]** moves the insertion point to the next line in the cell.
4. Enter the rest of the table information shown in Figure D-10, pressing **[Tab]** after each entry except the last one
The table would look better if it were formatted.
5. Drag to select the column headings in the top row of the table
The text in the first row becomes highlighted.
6. Click the **Center Vertically button**  on the Tables and Borders toolbar, then click the **Center button**  on the Formatting toolbar
The text is centered horizontally and vertically.
7. With the text in the first row still selected, click the **Fill Color list arrow**  on the Tables and Borders toolbar, click the **green color** in the second row, then click a blank area of the slide
The top row is filled with the color green.
8. Select the text in the other two rows, vertically center the text, then fill these three rows with the **white color** in the first row of the Fill Color list
The table would look better if the last two rows were a little farther away from the cell edges.
9. With the bottom two rows still selected, click **Format** on the menu bar, click **Table**, click the **Text Box tab**, click the **Left up scroll arrow** until it reads **.25**, click **OK**, click a blank area of the slide, then save the presentation
The Tables and Borders toolbar closes and the table is no longer selected. Compare your screen with Figure D-11.

FIGURE D-10: The new table before formatting

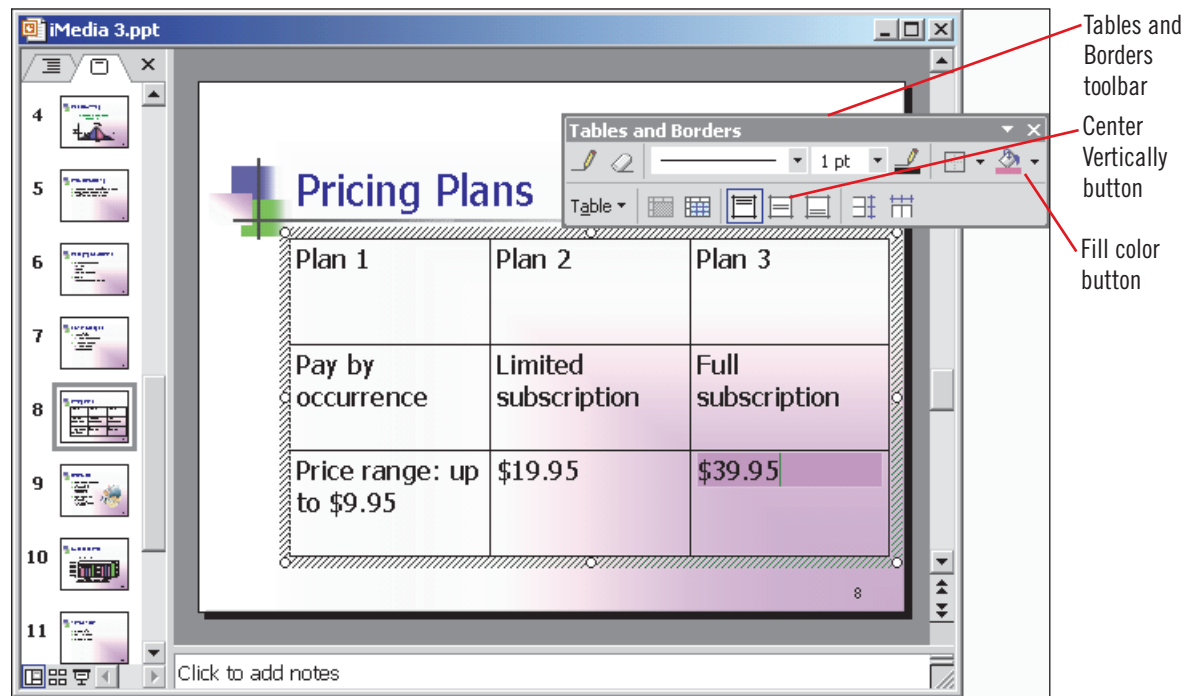
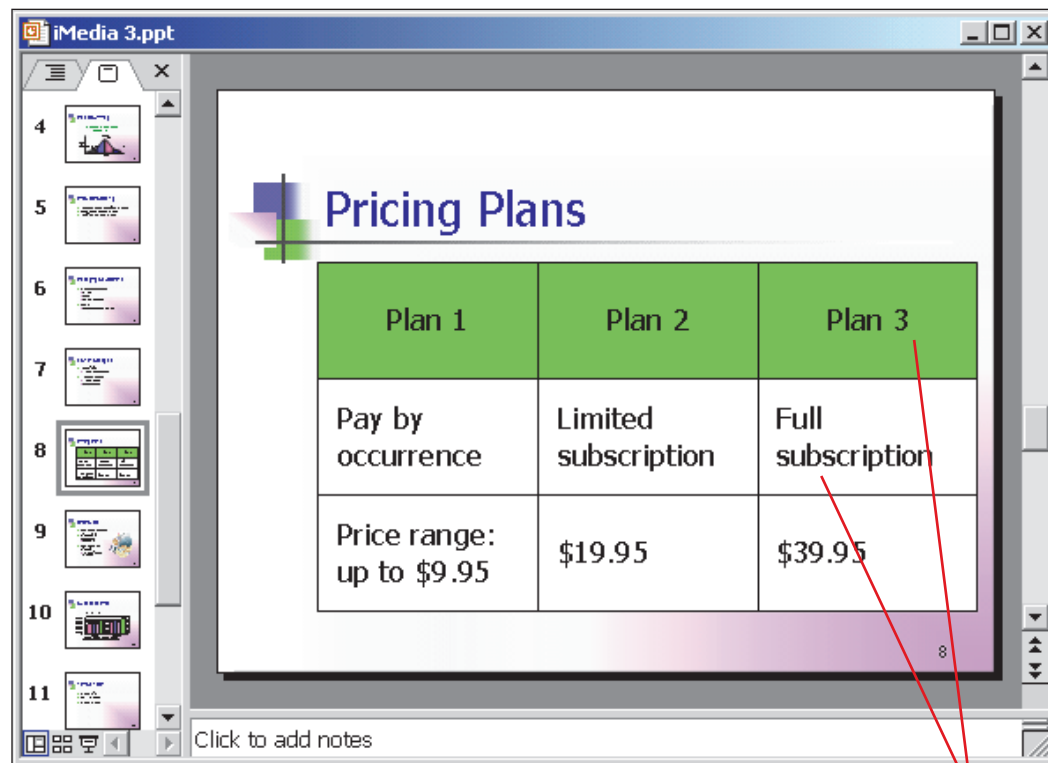



FIGURE D-11: Formatted table



Text vertically centered in the cells



Using Slide Show Commands

With PowerPoint, you can show a presentation on any compatible computer using Slide Show view. As you've seen, Slide Show view fills your computer screen with the slides of your presentation, showing them one at a time, similar to how a slide projector shows slides. Once your presentation is in Slide Show view, you can use a number of slide show options to tailor the show. For example, you can draw on, or **annotate**, slides or jump to a specific slide.  Maria runs a slide show of her presentation and practices using some of the custom slide show options to make her presentation more effective.

Steps 1234

QuickTip

You can also access the Slide Show shortcut menu by moving the mouse pointer, then clicking the Slide Show menu icon that appears in the lower-left corner of the screen.

1. Go to **Slide 1**, then click the **Slide Show button** 

The first slide of the presentation fills the screen.

2. Press **[Spacebar]**

Slide 2 appears on the screen. Pressing [Spacebar] or clicking the left mouse button is the easiest way to move through a slide show. Another way is to use the keys listed in Table D-2. You can also use the Slide Show shortcut menu for on-screen navigation during a slide show.


3. Right-click anywhere on the screen, point to **Go** on the shortcut menu, then click **Slide Navigator**


The Slide Navigator dialog box opens and displays a list of the presentation slides.

4. Click **9. Distribution** in the Slide titles list box, then click **Go To**

The slide show jumps to Slide 9. You can emphasize major points in your presentation by annotating the slide during a slide show using the Pen tool.

5. Right-click the slide, point to **Pointer Options** on the shortcut menu, then click **Pen**

The pointer changes to .

6. Press and hold **[Shift]** and drag  to draw a line under each of the bulleted points on the slide

Holding down [Shift] constrains the Pen tool to straight horizontal or vertical lines. Compare your screen to Figure D-12. While the annotation pen is visible, mouse clicks do not advance the slide show; however, you can still move to the next slide by pressing [Spacebar] or [Enter].

7. Right-click the slide, point to **Screen** on the shortcut menu, click **Erase Pen**, then press **[Ctrl][A]**

The annotations on Slide 9 are erased and the pointer returns to .

QuickTip

If you know the slide number of a slide you want to jump to during a slide show, type the number, then press [Enter].

8. Right-click the slide, point to **Go**, point to **By Title**, then click **3 Competition** on the shortcut menu

Slide 3 appears.

9. Press **[Home]**, then click the left mouse button, press **[Spacebar]**, or press **[Enter]** to advance through the slide show

After the black slide that indicates the end of the slide show appears, the next click ends the slide show and returns you to Normal view.

FIGURE D-12: Slide 9 in Slide Show view with annotations

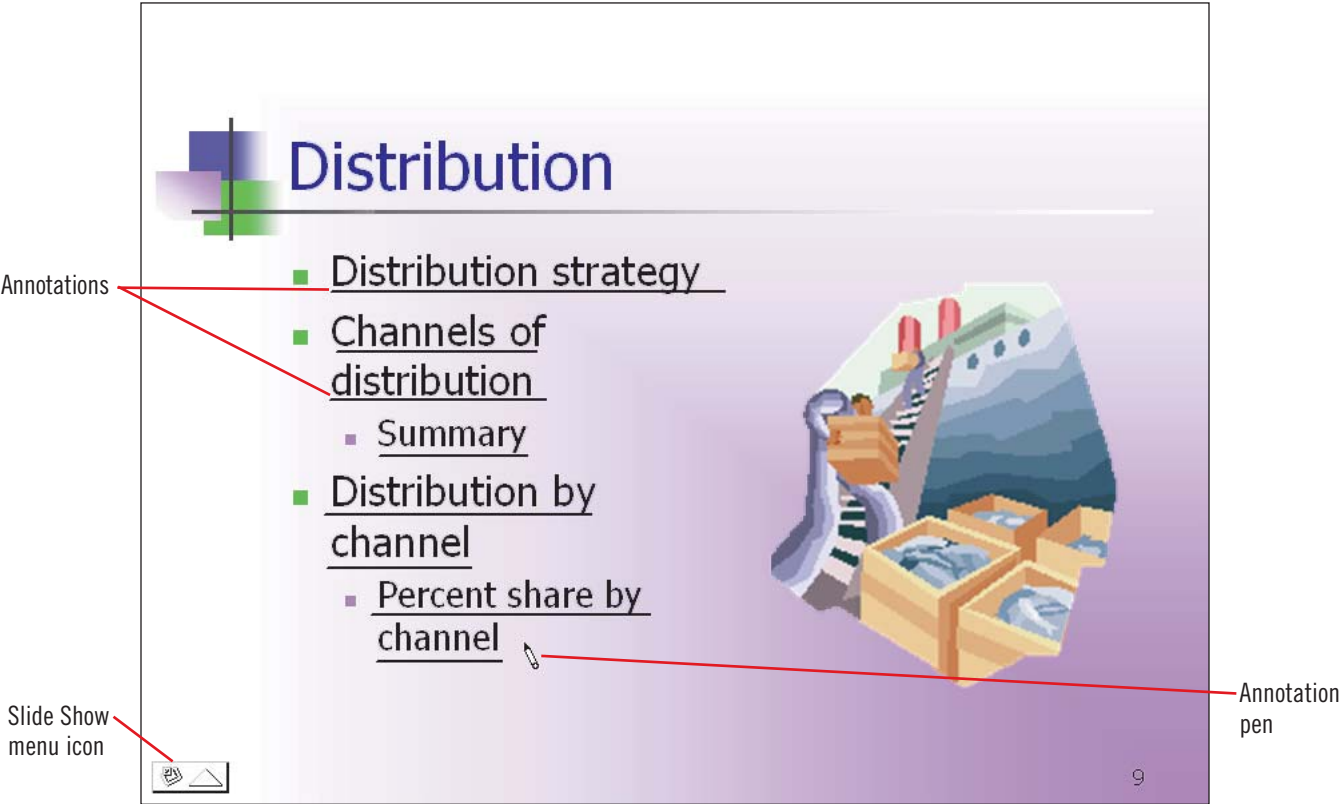





TABLE D-2: Slide Show keyboard controls

control	description
[Enter], [Spacebar], [PgDn], [N], [↓], or [→]	Advances to the next slide
[E]	Erases the annotation drawing
[Home], [End]	Moves to the first or last slide in the slide show
[H]	Displays a hidden slide
[↑] or [PgUp]	Returns to the previous slide
[W]	Changes the screen to white; press again to return
[S]	Pauses the slide show; press again to continue
[B]	Changes the screen to black; press again to return
[Ctrl][P]	Changes pointer to 
[Ctrl][A]	Changes pointer to 
[Esc]	Stops the slide show




Setting Slide Show Timings and Transitions

In a slide show, you can preset when and how each slide appears on the screen. You can set the **slide timing**, which is the amount of time a slide is visible on the screen. Each slide can have different timings. Setting the right slide timing is important because it determines how long you have to discuss the material on each slide. You can also set **slide transitions**, which are the special visual and audio effects you apply to a slide that determine how it moves in and out of view during the slide show.  Maria decides to set her slide timings for 10 seconds per slide and to set transitions for all her slides.

Steps 1234

QuickTip

If you don't see the Slide Transition button on the Slide Sorter toolbar, click a Toolbar Options button  on a toolbar to locate buttons that are not visible on your toolbar.

QuickTip

Click the transition icon under any slide to see its transition play.

QuickTip

To end a slide show, press [Esc] or click End Show in the Slide Show shortcut menu.

1. Click the **Slide Sorter View button**

Slide Sorter view shows a thumbnail of the slides in your presentation. The number of slides you see on your screen depends on the current zoom setting in the Zoom box on the Standard toolbar. Notice that the Slide Sorter toolbar appears next to the Standard toolbar.

2. Click the **Slide Transition button** on the Slide Sorter toolbar

The Slide Transition task pane opens. The list box at the top of the task pane contains the slide transitions that you can apply to the slides of your presentation. You can change the speed of slide transitions or add a sound to a slide that plays during a slide show in the Modify transition section. Determine how slides progress during a slide show—either manually or with a slide timing—in the Advance slide section.

3. Make sure the **On mouse click check box** is selected in the Advance slide section, click the **Automatically after check box** to select it, select the number in the Automatically after text box, type **10**, then click **Apply to All Slides**

The timing between slides is 10 seconds. The timing appears under each slide. When you run the slide show, each slide will remain on the screen for 10 seconds. You can override a slide's timing and speed up the slide show by pressing [Spacebar], [Enter], or clicking the left mouse button.

4. Scroll down the list of transitions at the top of the task pane, click **Wheel Clockwise, 4 Spokes**, then click **Apply to All Slides**

You can apply a transition to one slide or to all of the slides in your presentation. The selected slide, Slide 1, displays the slide transition immediately after you apply the transition to all the slides. All of the slides now have the Wheel Clockwise transition applied to them as indicated by the transition icon under each slide. See Figure D-13. The slide transition would have more impact if it were slowed down.

5. Click the **Speed list arrow** under Modify Transition in the task pane, click **Medium**, then click **Apply to All Slides**

6. Scroll down the slide pane and click **Slide 11**, click the **Sound list arrow** under Modify transition in the task pane, scroll down the list, then click **Chime**

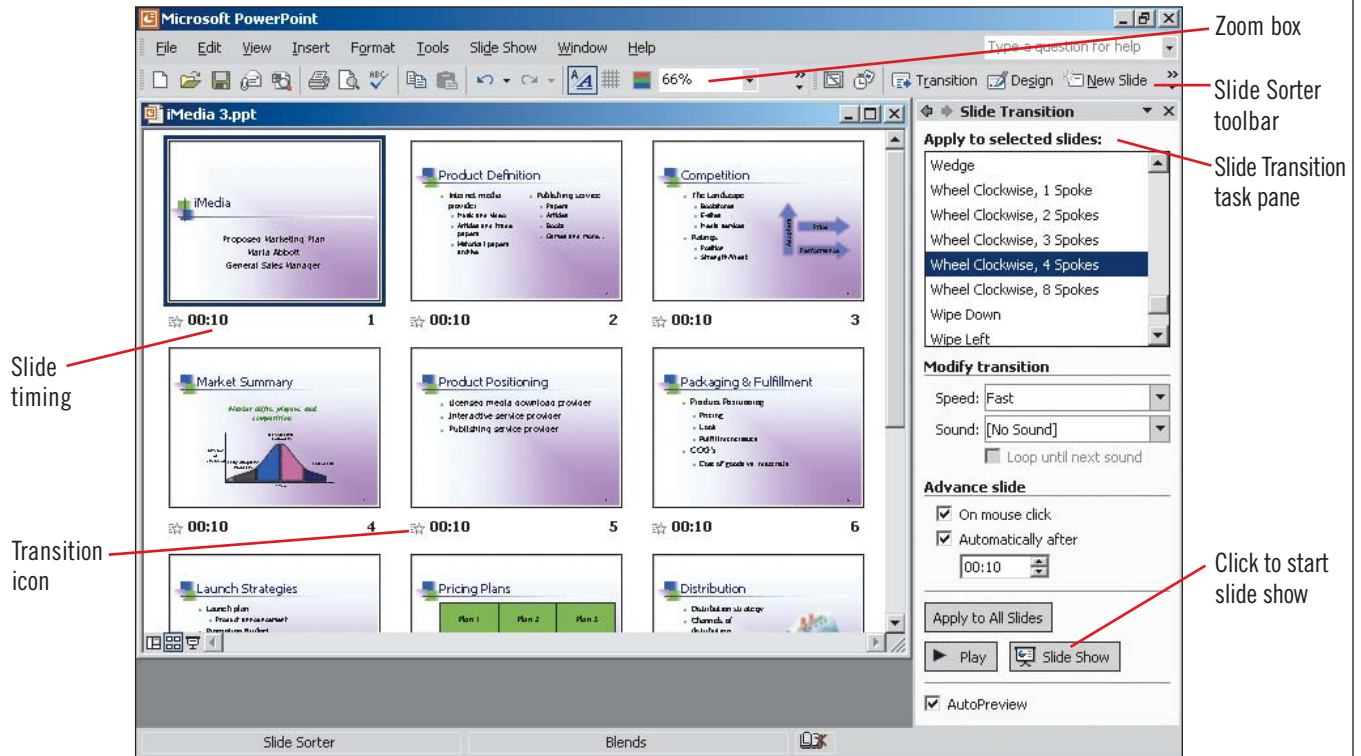
The sound plays when you apply the sound to the slide. The sound will now play when Slide 11 appears during the slide show.

7. Press **[Home]**, click **Slide Show** at the bottom of the task pane, and watch the slide show advance automatically

8. When you see the black slide at the end of the slide show, press **[Spacebar]**

The slide show ends and returns to Slide Sorter view with Slide 1 selected.

FIGURE D-13: Screen showing Slide Transition task pane



Rehearsing slide show timing


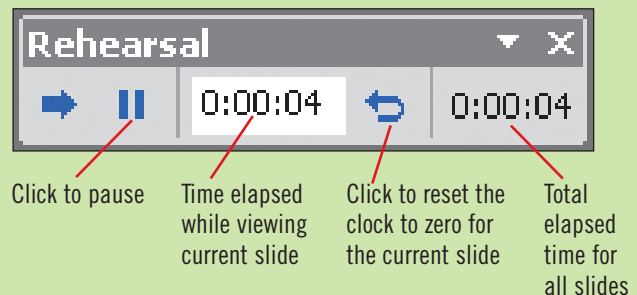

You can set different slide timings for each slide. For example, you can have the title slide appear for 20 seconds, the second slide for 3 minutes, and so on. You can set timings by clicking the Rehearse Timings button  on the Slide Sorter toolbar or by choosing the Rehearse Timings command on the Slide Show menu. The Rehearsal dialog box shown in Figure D-14 opens. It contains buttons to pause between slides and to advance to the next slide. After opening the Rehearsal dialog box, practice giving your presentation. PowerPoint keeps track of how long each slide appears and sets the timing accordingly. You can view your rehearsed timings in Slide Sorter view. The next time you run the slide show, you can use the timings you rehearsed.

FIGURE D-14: Rehearsal dialog box





Setting Slide Animation Effects

Animation effects let you control how the graphics and main points in your presentation appear on the screen during a slide show. You can animate text, images, or even individual chart elements, or you can add sound effects. You can set custom animation effects or use one of PowerPoint's animation schemes. An **animation scheme** is a set of predefined visual effects for the slide transition, title text, and bullet text of a slide.  Maria wants to animate the text and graphics of several slides in her presentation using PowerPoint's animation schemes.

Steps 1234

QuickTip

Keep in mind that the animation effects you choose give a certain "flavor" to your presentation. They can be serious and businesslike or humorous. Choose appropriate effects for your presentation content and audience.

QuickTip

If you want the parts of a grouped object to fly in individually, then you must ungroup them first.

QuickTip

If you want to change the order in which objects are animated on the slide, select the object you want to change in the Custom Animation list in the task pane, then click the appropriate Re-Order arrow below the list.



1. Click **Slide 2**, press and hold down **[Ctrl]**, then click **Slides 3, 5, 6, 7, and 9**
All of the selected slides have bulleted lists on them. The bullets can be animated to appear one at a time during a slide show.
2. Click the **Other Task Panes list arrow** , click **Slide Design – Animation Schemes**, scroll down the Apply to selected slides list to the **Exciting section**, then click **Neutron**
Each of the selected slides previews the Neutron animation scheme.
3. Click **Slide 1**, then click **Slide Show** at the bottom of the task pane
The Neutron animation scheme is displayed on the selected slides. You can also animate objects on a slide by setting custom animations. To set custom animation effects, the target slide must be in Slide view.
4. Double-click **Slide 3** in Slide Sorter view, click **Slide Show** on the menu bar, then click **Custom Animation**
The Custom Animation task pane opens, similar to Figure D-15. Objects that are already animated appear in the Custom Animation task pane list in the order in which they will be animated. **Animation tags** on the slide label the order in which elements are animated during a slide show.
5. Click the grouped **arrow object** to select it, then click **Add Effect** in the Custom Animation task pane
A menu of animation effects appears.
6. Point to **Entrance**, then click **More Effects**
The Add Entrance Effect dialog box opens. All of the effects in this dialog box allow an object to enter the slide using a special effect.
7. Scroll down to the **Exciting section**, click **Pinwheel**, then click **OK**
The arrow object now has the pinwheel effect applied to it as shown in Figure D-15.
8. Run the Slide Show again from Slide 1
The special effects make the presentation more interesting to view.
9. Click the **Slide Sorter View button** , click the **Zoom list arrow** on the Standard toolbar, then click **50**
Figure D-16 shows the completed presentation in Slide Sorter view at 50% zoom.
10. Add your name as a footer on the notes and handouts, save your presentation, print it as handouts, six slides per page, then close the presentation and exit PowerPoint

FIGURE D-15: Screen with Custom Animation task pane open

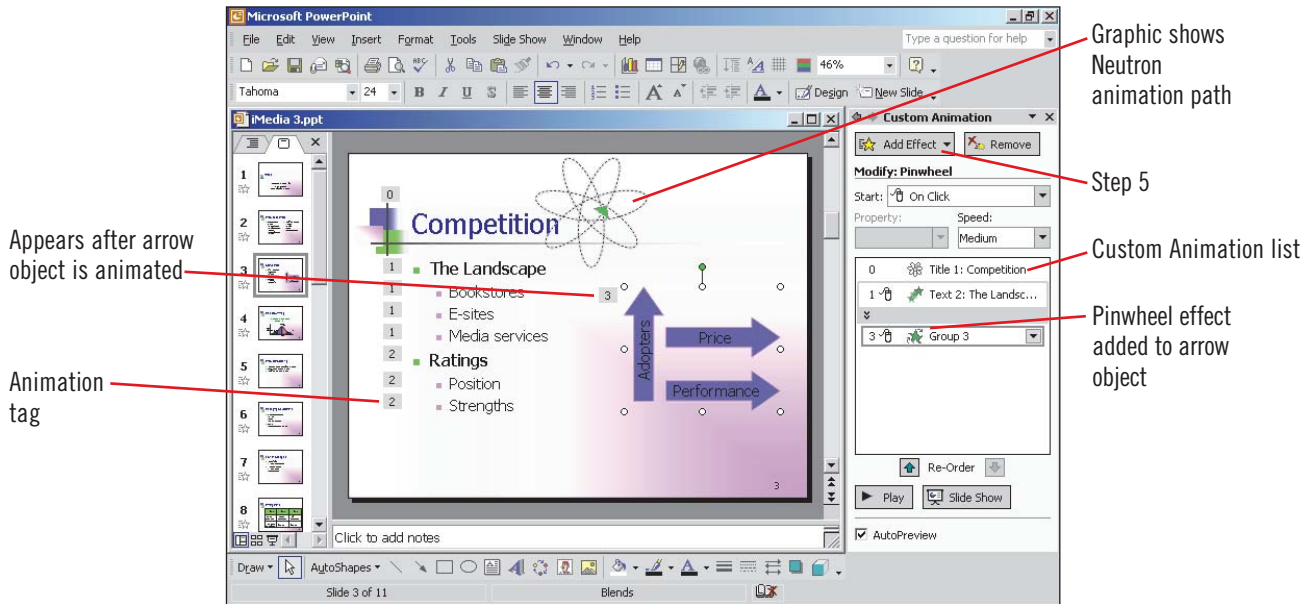
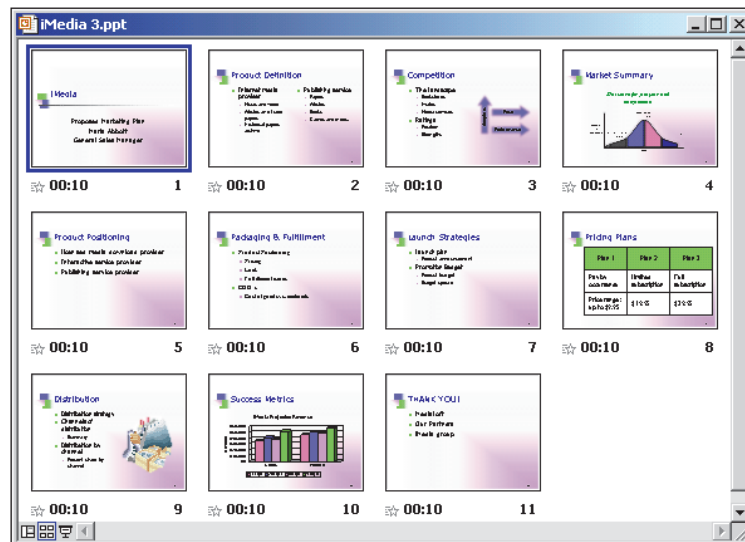


FIGURE D-16: Completed presentation in Slide Sorter view



Presentation Checklist

You should always rehearse your slide show. If possible, rehearse your presentation in the room and with the computer that you will use. Use the following checklist to prepare for the slide show:

- ✓ Is **PowerPoint** or **PowerPoint Viewer** installed on the computer?
- ✓ Is your **presentation file** on the hard drive of the computer you will be using? Try putting a shortcut for the file on the desktop. Do you have a backup copy of your presentation file on a floppy disk?
- ✓ Is the **projection device** working correctly? Can the slides be seen from the back of the room?

✓ Do you know how to control **room lighting** so that the audience can see both your slides and their handouts and notes? You may want to designate someone to control the lights if the controls are not close to you.

✓ Will the **computer** be situated so you can advance and annotate the slides yourself? If not, designate someone to advance them for you.

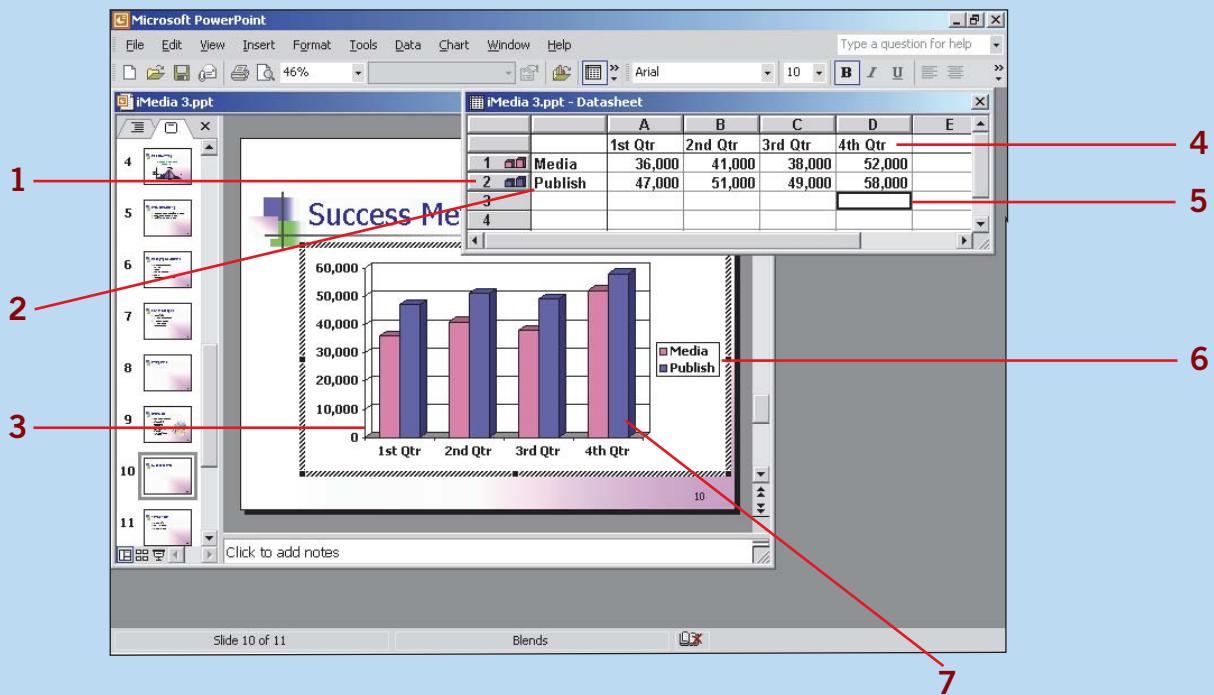
✓ Do you have enough copies of your **handouts**? Bring extras. Decide when to hand them out, or whether you prefer to have them waiting at the audience members' places when they enter.

Practice

► Concepts Review

Label each element of the PowerPoint window shown in Figure D-17.

FIGURE D-17



Match each term with the statement that describes it.

- | | |
|-------------------------|---|
| 8. Chart | a. Resizing an object by a specific percentage |
| 9. Embedded object | b. A graphic representation of a datasheet |
| 10. Animation effect | c. Graphic representations of data series |
| 11. Data series markers | d. The special way text and objects appear on a slide |
| 12. Clip Organizer | e. An object on a slide from which you can access another program's tools |
| 13. Scaling | f. A file index system that organizes images |

Select the best answer from the list of choices.

14. PowerPoint animation effects let you control:

- a. The order in which text and objects are animated.
- b. The direction from which animated objects appear.
- c. Which text and images are animated.
- d. All of the above.

15. Which of the following is *not* true of a Microsoft Graph chart?

- a. A graph is made up of a datasheet and chart.
- b. You can double-click a chart to view its corresponding datasheet.
- c. An active cell has a black selection rectangle around it.
- d. You cannot import data from other programs into a datasheet.

► Skills Review

1. Insert clip art.

- Open the presentation PPT D-3 from the drive and folder where your Project Files are stored, then save it as **CD Product Report**.
- Go to Slide 2, search for CD clip art, then insert a piece of clip art.
- On the Picture tab of the Format Picture dialog box, click the Color list arrow, then click Grayscale.
- Drag the graphic so the top of the graphic aligns with the body text box and it is centered in the blank area on the right of the slide, then save your changes.

2. Insert, crop, and scale a picture.

- Go to Slide 6 and insert the picture file PPT D-4.
- Crop about $\frac{3}{4}$ " off the left side of the picture.
- Drag the graphic so its top is aligned with the top line of text.
- Scale the graphic 25% larger than its original size.
- Reposition the graphic, then make the white background transparent.
- Save your changes.

3. Embed a chart.

- Go to Slide 3, **2003 CD Sales by Quarter**, and apply the Title and Content layout.
- Start Microsoft Graph.
- Deselect the chart object and save your changes.

4. Enter and edit data in the datasheet.

- Open Graph again.
- Enter the information shown in Table D-4 into the datasheet.
- Delete any unused rows of default data.
- Place the data series in columns.
- Save your changes.

TABLE D-4

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
East Div.	12.5	10.6	11.9	15.2
West Div.	14.7	16.4	12.8	19.0

5. Format a chart.

- Close the datasheet but leave Graph running.
- Change the region names font on the X-axis to 20-point and regular font style (no bold).
- Apply the Currency Style with no decimals to the values on the vertical axis.
- Insert the chart title **Division Sales**.
- Add the title **In Millions** to the Z-axis, then change the alignment of this label to vertical.
- Change the legend text font to 16-point Arial font and regular font style (no bold).
- Exit Graph and save your changes.

6. Create a table.

- Insert a new slide after Slide 2 using the Title and Content slide layout.
- Add the slide title **CD Sales by Type**.
- Click the Insert Table button in the placeholder, then insert a table with two columns and five rows.
- Enter **Type** in the first cell and **Sales** in the second cell in the first row.
- In the left column, enter the following: **Rock**, **Pop**, **Classical**, and **Jazz/Blues**.
- In the right column, add sales figures between 20,000 and 80,000 for each CD type.
- Format the table using fills, horizontal and vertical alignment, and other features.
- Save your changes.

7. Use slide show commands.

- Begin the slide show at Slide 1, then proceed through the slide show to Slide 3.
- On Slide 3, use the Pen to draw straight-line annotations under the labels on the horizontal axis.
- Erase the pen annotations, then change the pointer back to an arrow.
- Go to Slide 2 using the Go command on the Slide Show shortcut menu.
- Press [End] to move to the last slide.
- Return to Normal view.

8. Set slide show timings and transitions.

- Switch to Slide Sorter view, then open the Slide Transition task pane.
- Specify that all slides should advance after eight seconds.
- Apply the Newsflash transition effect to all slides.
- View the slide show to verify the transitions are correct, then save your changes.

9. Set slide animation effects.

- Switch to Normal view, then open the Custom Animation task pane.
- Switch to Slide 7, apply the (Entrance) Fly In animation effect to the Shuttle image, and the (Entrance) Ascend animation effect to the bulleted list. (*Hint:* Look in the Moderate section after clicking More effects.)
- Go to Slide 2, apply the (Emphasis) Flicker animation effect to the text object. (*Hint:* Look in the Moderate section after clicking More effects.)
- Apply the (Exit) Faded Zoom animation effect to the CD graphic. (*Hint:* Look in the Subtle section after clicking More effects.)
- Run the slide show from the beginning to check the animation effects.
- Add your name as a footer to the notes and handouts, then print the presentation as handouts (4 slides per page).
- Save your changes, close the presentation, and exit PowerPoint.

► Independent Challenge 1

You are a financial management consultant for Pacific Coast Investments, located in San José, California. One of your primary responsibilities is to give financial seminars on different financial investments and how to determine which funds to invest in. In this challenge, you enhance the look of the slides by adding and formatting objects and adding animation effects and transitions.

- Open the file PPT D-5 from the location where your Project Files are stored, and save it as **Fund Seminar**.
- Add your name as the footer on all slides and handouts.
- Apply the Title and Chart layout to Slide 6, and enter the data in Table D-5 into the datasheet.

TABLE D-5

	1 year	3 year	5 year	10 year
Bonds	4.2%	5.2%	7.9%	9.4%
Stocks	7.5%	8.3%	10.8%	12.6%
Mutual Funds	6.1%	6.3%	6.4%	6.1%

- Format the chart. Add titles as necessary.
- Add an appropriate clip art item to Slide 2.
- On Slide 4, use the Align and Group commands to organize the shapes.
- Spell check the presentation, then save it.
- View the slide show, evaluate your presentation, and add a template of your choice. Make changes if necessary.
- Set animation effects, slide transitions, and slide timings, keeping in mind that your audience includes potential investors who need the information you are presenting to make decisions about where to put their hard-earned money. View the slide show again.
- Print the slides as handouts (6 slides per page), then close the presentation, and exit PowerPoint.

► Independent Challenge 2

You are the manager of the Maryland University Student Employment Office. The office is staffed by work-study students; new students start every semester. Create a presentation that you can use to train them.

- Plan and create the slide presentation. As you plan your outline, make sure you include slides that will help explain to the work-study staff the main features of the office, including its employment database, library of company directories, seminars on employment search strategies, interviewing techniques, and resume development, as well as its student consulting and resume bulk-mailing services. Add more slides with more content if you wish.
- Use an appropriate design template.
- Add clip art and photographs available in the Clip Organizer to help create visual interest.
- Save the presentation as **Student Employment** to the location where your Project Files are stored. View the slide show and evaluate the contents of your presentation. Make any necessary adjustments.
- Add transitions, special effects, and timings to the presentation. Remember that your audience is university students who need to assimilate a lot of information in order to perform well in their new jobs. View the slide show again to evaluate the effects you added.
- Add your name as a footer to slides and handouts. Spell check, save, and print the presentation as handouts (4 slides per page), then close the presentation and exit PowerPoint.

► Independent Challenge 3

You are the managing development engineer at JM Design, Inc, an international sports design company located in Ottawa, Ontario, Canada. JM Design designs and manufactures items such as bike helmets, bike racks, and kayak paddles, and markets these items primarily to countries in North America and Western Europe. You need to create a quarterly presentation that outlines the progress of the company's newest technologies, and present it.

- Plan and create a slide show presentation that includes two new technologies.
- Use an appropriate design template.
- Add one chart and one table in the presentation that shows details (such as performance results, testing criteria, etc.) about the new technologies.
- Include at least two slides that explain how the new technologies will appeal specifically to individual countries in the European and North American markets.
- Use slide transitions, animation effects, and slide timings. View the slide show to evaluate the effects you added.
- Add your name as a footer to the handouts. Save the presentation as **JM Design** to the location where your Project Files are stored. Print it as handouts (4 slides per page), then close the presentation and exit PowerPoint.



Independent Challenge 4

You work for Asset Advisors, a small investment firm. You have been asked to complete a basic investing presentation started by your boss. Most of the information has already been entered into the PowerPoint presentation; you just need to add a template and a table to complete the presentation. To find the data for the table, you need to use the Web to locate certain information.

You'll need to find the following information on the Web:

- Data for a table that compares the traditional IRA with the Roth IRA.
- Data for a table that compares at least two other retirement plans.

- Open the file PPT D-6 from the location where your Project Files are stored, and save it as **Retirement Presentation**.
- Connect to the Internet, then use a search engine to locate Web sites that have information on retirement plans. If your search does not produce any results, you might try the following sites:
www.vanguard.com
www.investorguide.com
www.quicken.com
- Review at least two Web sites that contain information about retirement plans. Print the Home pages of the Web sites you use to gather data for your presentation.
- Apply the Title and Table layout to Slide 7, then enter the data you found that compares the IRA retirement plans.
- Apply the Title and Table layout to Slide 8, then enter the data you found that compares the other retirement plans.
- Apply a template to the presentation, then customize the slide background and the color scheme.
- Format the Autoshape objects on Slides 4 and 5.
- Use text formatting to help emphasize important points, then add your name as a footer to the handouts.
- Spell check the presentation, view the final presentation, save the final version, then print the handouts.

► Visual Workshop

Create a slide that looks like the example in Figure D-18. Add your name as a footer on the slide. Save the presentation as **Costs** to the location where your Project Files are stored.

FIGURE D-18

